

## DATA CONVERSION...A BIG STEP FORWARD

Critical to the implementation of the SVRS is the successful conversion of "legacy" data, your present voter records, into the new system. As you know, all counties have now received the first data pull material and are busy reviewing all the records that the system has flagged, for one reason or another, to be OK'd as is, or corrected.

Questions have come up that relate to almost every county's data cleansing process. For example, in instances where legacy data does not contain valid content in those fields required by ElectionNet, default values are inserted into the fields at conversion time. The record is then "grandfathered" and converted into the new SVRS. Such default values allow county election staff to identify at a glance "grandfathered" content. (Remember that ElectionNet is the basic system purchased for the new state-wide system, SVRS is New Jersey's customization of the application to meet our specific needs. The two terms are sometimes used interchangeably.)

Examples of legacy data to which defaults would be applied are dates of birth (DOB), dates of registration, etc. These are categories which have produced many records to be reviewed in just about everybody's exception reports. In the case of non-valid DOB content, such as a missing birth date, a default date of "01/01/1800" will be put into the database at conversion time, so the transfer of that record will be technically acceptable to the new system.

Additional examples of defaulted values are those fields in the SVRS that are required by ElectionNet but for which legacy source information is not present. Since HAVA allows "grandfathered" content, fields such as Proof of ID, Proof of Residency, etc., will be defaulted to "Yes" for conversion into SVRS.

Please remember that answers to many of the questions that have come up, and will continue to come up as we work through this process together, are already available to you in the FAQ's section at:

[NJ Elections.org/SVRS](http://NJ Elections.org/SVRS)

Two more data pulls are to come. Thanks for all the hard work so far!

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<http://njelections.org/svrs>



**Special thanks to the following people,  
who have spent many long hours  
helping the Covansys Data  
Conversion team:**

**Michael Moussallem** – Union County, for working diligently with Conversion Staff on the data conversion exception reports and providing insight as to needed documentation.

**Chuck Gregory** – Mercer County, for working with the Conversion Staff on all important default values and providing conversion staff with a better understanding of local election staff needs.

**Bob Giles** – Ocean County, for working with Conversion staff on Address file contents and associated quality of address information.

**Kate Bolger** – Middlesex County, for her constant and ongoing help and advice on all phases of the SVRS implementation plan.

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## What's Happening With ...

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### ... Hardware and Software Orders?

- Each office in each county will be getting the following equipment:
  - PCs, each equipped with a 17-inch Flat Panel Monitor, a bar code reader and a label printer
  - Batch Printers, with the type and count of printers determined by office print volume
  - Batch Scanners, with the type and count of scanners determined by office scanning volume
- Each PC, as installed, will be equipped with the following software:
  - Windows XP Operating System
  - Microsoft Office XP Professional (which includes MS Word, MS Excel, MS Access and MS PowerPoint)
  - SVRS Application
- Please confirm your hardware requirements immediately with Matt Sibenik ([Matt.Sibenik@lps.state.nj.us](mailto:Matt.Sibenik@lps.state.nj.us); 609-588-8679), if you have not already done so. The estimated hardware counts required for each county office were sent to their corresponding contacts during the week of June 13th, asking for any changes and/or confirmation. The entire hardware order will be finalized the week of July 5th, and will then be placed with the manufacturer.
- The manufacturer specification sheets for the above equipment were sent along with the hardware counts, and will be made available on the project website, in the Resource Guide. Once the order is finalized, the final counts for the equipment will also be posted there.

### ... Conversion?

- The first pull of data has been completed for all counties, and exception reports (containing possible conversion errors) have been made available in eHarbor for all counties.
- eHarbor is a secured area on the Internet (a portal), used for storing/reviewing the data exception reports. Contacts for each county office were sent a logon ID and password for accessing eHarbor, where the exception reports can be viewed and printed.
- If you did not receive the eHarbor login information or notification that your data exception reports are available in eHarbor, please notify John Nielsen ([john.nielsen@aradyme.com](mailto:john.nielsen@aradyme.com); 801-705-5033) immediately.
- To access the Aradyme eHarbor portal:
  - use the following link: <https://eharbor.aradyme.com>
  - After keying in your assigned user ID and password, click the "log in" button, and you will be connected to your county's conversion exception reports on the View tab.
  - Click on the "cleansing status" tab.
  - In the Cleansing History section, you will find a link to an MS Excel file (.xls), which contains the exceptions and warnings for your county.
  - Click on the report link. From here you can open the report or save the report to your local computer. You can also sort and group the data as you would any standard spreadsheet file.
  - While all the counties are busy reviewing their respective reports and making any necessary changes to their current voter registration system, the SVRS Conversion Team is preparing to begin the second pull of data for the six Pilot Counties. This is scheduled to begin on July 15th.

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## How do I do that?

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Have you ever found yourself sitting in front of your computer, staring blankly at the screen, unable to figure out what to do next? This is NOT how the SVRS project team wants you to feel when the new system is implemented. In order to help by-pass the "blank stare" syndrome, a training program has been developed that will renew and expand your basic computer skills, as well as teach you the specifics of using the ElectionNet™ application.

You must understand the basic operating and navigation functions in both Windows and the World Wide Web environment to use ElectionNet™ effectively. If you are unfamiliar with these concepts, we recommend you take the Basic Computer Skills training course (**Track One**) before taking the Functional Application Training (**Track Two**). Thank you to all the NJ Counties for completing the Computer Skills Assessment Surveys.

Covansys' Functional Application Training will provide hands-on training for the following functions in ElectionNet: voter registration updates, election management, absentee voting management, generation of reports, inquiries on voter registration, election worker maintenance, and petition management. Training on administrative functions will also be included for those needing to set up the system for your office.

Both Track One (Basic Computer Skills) and Track Two (Functional) training will be scheduled using a "Just-in-Time" approach. Research has shown that the closer the training date matches the time you will be using the system on a daily basis, the better the results of the training received. For example, it does not make any sense to offer Track One Training three months in advance of implementation, if you do not have easy access to a PC to practice your new skills. Therefore, the general assumption for Track One Training is that it will be provided as soon as the new workstations and software are installed in your office. The working assumption for Track Two is that county and municipal training will take place the week prior to the county "go-live" or implementation date.

In addition to the training sessions, the ElectionNet system processes are well documented in user manuals and in the online help facility. The documentation is written in sufficient detail that an untrained user would typically take no more than one day to become familiar with the system. The manuals will be available online and can be printed by any SVRS user, if needed. These manuals provide information for using the many features and functions of ElectionNet. ElectionNet has context-sensitive online help, which is searchable by the topics available to all SVRS users.

The SVRS Project Training and Communications teams are in the process of confirming rosters, selecting training locations, and scheduling both Track One and Track Two training. There are over 1100 users to be trained, so this effort is a challenge. Again, thank you to everyone who provided feedback concerning possible training locations and other training preferences for their locales. It is making the job easier for us and we will try to be accommodating to your special requests as well.

## Help Wanted!

Planning for User Acceptance Testing is underway! The project team will be working in the coming weeks to lay the groundwork for successful execution of a robust User Acceptance Test that ensures that the SVRS has been built to our specifications.

A request for volunteers for User Acceptance Testing was sent to all counties on Wednesday, June 22<sup>nd</sup>. It provides an outline of the UAT phase of the project and explains how you can volunteer to help.

### Key Information:

- Who** – Volunteers from New Jersey's 21 counties
- What** – Execution of test scripts to compare actual system results to expected results
- When** – Late August through late September
- Where** – Quakerbridge Plaza facility, Building 9, Trenton, NJ
- Why** – To ensure that the SVRS meets the design and requirement specifications

Be sure to respond to Mike Gallagher by **July 7<sup>th</sup>** if your county is interested in participating in UAT.

Please remember that the project team will determine the final group of testers based on workstation availability and testing needs.

See the June 22<sup>nd</sup> email for additional information on User Acceptance Testing.

